



Mobile Home Relocation Assistance Program Application Checklist

Mobile Home Relocation Assistance Program reimbursement checks will not be processed until the Office of Manufactured Housing receives a complete application. An application must include the following documentation to be considered complete. Please contact the Office of Manufactured Housing if you have questions about the application process or the required documentation.

- ☐ **Application form.** Applications must be completed and signed by the homeowner. All sections must be complete. Double-check the following for completion, as they are often overlooked:
 - Social Security Number
 - Number of sections (single or multiple)
 - Mobile home manufacture date
 - Mobile home Vehicle Identification Number (VIN)
 - Number of years lived in park
 - Contact information after closure. Specific mailing address and phone number are necessary if homeowner is to be reimbursed. Please indicate if your new residence is in a mobile home park/manufactured housing community or on private land.
 - Total number of household members
 - Homeowner signature

- ☐ **Photographic proof of a multiple-section home or a single-section with a tip-out, add-on, or expando.** Photos need to prove the home is a multiple-section or, if a single-section with additional living space, that the tip-out, add-on, or expando actually add living space to the home (this does not include laundry rooms, porches, etc.). If photos do not provide adequate proof, reimbursement will be for a single section only.

- ☐ **Income documentation.** Application must include income documentation for at least one month for every wage earner in the home. Income documentation for all wage earners must fall within the same year. Documentation must be very clear regarding the gross amount earned (before taxes) and the time period covered. Examples of acceptable documentation include: paystubs, benefit award letters, and W-2s. Income documentation must be from either of the following time periods:
 - within one year of receipt of park closure notice
 - within one year of moving or demolishing home

- ☐ **W-9.** The homeowner/applicant must complete and sign a W-9. Every homeowner/applicant must have a Tax Identification Number (either a Social Security Number or Employee Identification Number). Please follow instructions on page 3 of the W-9 if homeowner/applicant does not have a Tax Identification Number.
- ☐ **Proof of ownership at time closure notice issued.** A copy of the mobile home title is preferred documentation. Also acceptable is signed documentation that a homeowner was in the process of purchasing their home at time of closure notice.
- ☐ **Mobile home Vehicle Identification Number (VIN).** The VIN noted on the application must match the VIN on the title of the mobile home you are seeking reimbursement for.
- ☐ **Proof of residency at time closure notice issued.** A dated rent receipt or copy of the lease/rental agreement is preferred documentation. If this is difficult, the Office of Manufactured Housing can verify residency by checking the tenant list at time of closure notice.
- ☐ **Written notice of park closure.** Please include a copy with application.
- ☐ **Confirmation of mobile home demolition, if applicable.** Confirmation documentation may include a verifiable receipt or invoice of demolition and delivery to a landfill, documentation home removed from local property tax rolls, county demolition certificate, etc. Include applicable documentation if home was tested for asbestos and if asbestos remediation was performed.
- ☐ **Mobile Home Movement Affidavit.** This form is only required when a home is moved and reinstalled.
- ☐ **Work Completion Form.** This form is only required when a home is moved and reinstalled.
- ☐ **Copy of Final Inspection.** This form is only required when a home is moved and reinstalled.
- ☐ **Copies of all receipts for allowable relocation expenses or allowable costs associated with the demolition and purchase of a manufactured home constructed to the standards set by the Department of Housing and Urban Development (HUD).** See copy of WAC 365-212-060 (<http://apps.leg.wa.gov/WAC/default.aspx?cite=365-212-060>).
- ☐ **Other:**

The following forms are only applicable if a two-party agreement for payment has been signed. In a two-party agreement, an entity acts as Assignee agreeing to advance the relocation or demolition and purchase expenses for the homeowner. The homeowner (Assignor) agrees that the Assignee will receive reimbursement from the Mobile Home Relocation Assistance Program.

- ☐ **Assignment form signed and dated by both Assignee (entity reimbursed) and the Assignor (homeowner).**
- ☐ **W-9 for each entity acting as Assignee.**

Please mail complete applications to:

Washington State Department of Commerce
Office of Manufactured Housing
PO Box 42525
Olympia, WA 98504-2525

For questions, please contact:

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